

2010
Alaska Smokejumper
Mission Statement,
Crew Goals
&
Employee Operating Guide



MISSION STATEMENT 2010

The primary mission of the Alaska Smokejumpers is aggressive initial attack of wildfires. We are the primary initial attack force for BLM Alaska. We provide initial and extended attack and point protection on lands protected by the BLM-Alaska Fire Service, and by Cooperative Agreement, on lands protected by the State of Alaska, Division of Forestry. As a national resource, we provide personnel to Smokejumper bases in the lower 48. The Alaska Smokejumpers strive to fight fire in a professional, safe and efficient manner. Additionally, we will:

- Provide Type III IC's to the Alaska Interagency users for multi resource/multi crew extended attack fires.
- Provide qualified Command and General Staff personnel to designated overhead teams.
- Provide qualified personnel to secondary overhead team positions including but not limited to; Division/Group Supervisor, Resource Unit Leader, Situations Unit Leader, Fire Behavior Analyst and Air Tactical Group Supervisor.
- Provide the primary pool of personnel for Air Tactical Group Supervisors within Alaska.
- Provide Emergency Medical Technicians for the interagency fire community and the BLM in Alaska as well as for emergency requests from state authorities.
- Provide Paracargo support for statewide fire operations and remote resource activities throughout the state.
- Provide primary Loft functions for the Alaska Smokejumpers and other state and federal agencies including specialized gear and equipment manufacture.
- Conduct prescribed fire operations in positions such as, but not limited to, Burn Boss, Ignition Specialist and Holding Specialist.
- Provide prescribed fire support such as conducting NEPA compliance, coordinating with resource specialists, writing burn plans and presenting prescribed fire training.
- Provide qualified personnel for non-smokejumper assignments such as FMO and dispatch as well as aviation positions and resources field support.
- Provide assistance for All Risk Emergency Services such as earthquake damage assessment, disaster planning and other natural disasters.

- Provide instructors for S/I/L courses training and basic fire training.

➤ **Crew Goals 2010**

- A personal commitment to a very high level of competence and safety in all parachute, aviation, and fireline operations that is beyond reproach. A personal commitment to take action when safe operations are jeopardized.
- Maintain the time standards of 2 minutes to suit up and 4 minutes to taxi.
- Continue the aggressive, competent IA and extended attack firefighting, as individuals and as a crew, which we are known for.
- Continue developing, testing, and implementing fire tactics that are effective in dealing with limited action fires, cabin protections, and prescribed fire.
- Maintain the high level of physical fitness that enables us to do our job safely and well.
- Personal integrity and honesty as a representative of the Alaska Smokejumpers and the BLM. take responsibility for your own actions. Choose the harder right over the easier wrong.
- Strive for high quality work on all job assignments, whether on fires, around the base or on project work. Use the chain-of-command to solve problems and air complaints.
- Competence and courtesy when dealing with other people and other branches of AFS, State DOF, and other agencies. Treat others with the respect and courtesy that you would expect.
- Complete essential paperwork correctly and completely; fire reports, time sheets, jump logs, credit card statements, travel vouchers, leave slips, CA-1's and whatever else.
- Our job performance will tell people who we are, what we do, and what we stand for. Let your job performance and your conduct make a statement that represents the BLM, AFS and the Alaska Smokejumpers well.

PRIORITY #1; BRING EVERYONE HOME SAFELY

PRIORITY #2; CATCH THE FIRE

SMOKEJUMPER EMPLOYEE OPERATING GUIDE--2010

I. Time and Attendance

- A. Normal tour of duty will be 0900 to 1300 and 1400 to 1800 (summer) 0730 to 1130 and 1230 to 1630 (winter), Monday through Friday. On weekends, normal starting time will be at 1000. Exceptions to these “normal” hours may apply during high fire activity. Weekday hours worked in excess of 8 hours and weekend hours will be paid at current overtime rate.
 - a. During the summer schedule, paper time sheets will be completed every week and must be approved by Operations. Time worked outside Fairbanks must be approved by the Zone FMO or authorized representative before returning to Fairbanks. Winter schedule time will be recorded on the computer.
 - b. The Bureau overtime policy states that all fire personal will meet the 2:1 work rest ratio. (For every 2 hours of work or travel, provide for 1 hour of sleep or rest). NWCG Memorandum, “Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible).
- B. *Refer to NWCG memorandum for details or the Red Book.*
- C. ***All leave 3 days or more requires a leave slip. It is a good idea to get your request for leave in as early as possible.***
- D. Roll call will be taken at 0900 (summer) or 0730 (winter) hours each morning. Pertinent announcements will be made after roll call is taken. Jumpers reporting late to work will report to Operations upon arrival. Jumpers will normally be considered late if they do not report in person to operations at or before roll call.
- E. Weekday Tardiness
 - a. Both on weekdays and weekends you are considered late when roll call is completed. Roll call is considered complete after the names of people not answering the first time are read once more.
 - b. If you are going to be tardy you need to let the Box know as soon as possible. When you arrive tardy you need to let the Box know as soon as you arrive. You will be off the load till 1400 on weekdays. On weekends you will be off the load for the day if a replacement has been found. Operations primary goal is to **put jumpers on jumpships.**

- c. Jumpers missing roll call will be off the list until 1400. At 1400, they may return to active jump status. Exceptions will be made when a preposition trip is pending.
 - d. Tardiness will be tracked by Operations and the Crew section, and individuals who are habitually tardy will be dealt with by the Operation Section / Crew Section.
- F. Jumpers will report to their assigned work supervisor at 1030 on weekdays and 1130 on weekends or after the weather briefing. There will be no morning coffee break. As it is part of your PT time.
- E. Sick leave is an employee's right, but a doctor's confirmation will be required in case of suspected misuse. Make sure that Operations is notified promptly if you require Sick Leave. All sick leave requires a leave slip. Alcohol related illness is NOT grounds for Sick Leave.
- F. See attached 1 in 21 policy.

II. Daily Routine

- A. Roll call will be followed by approximately one (1) hour of Physical Training (PT). Loads will be set right after roll call. First load personnel will ready their gear then do PT. The first load run is down Gaffney to the Golf Course, left on Kenny Road, across the bridge up and around the approach lights and back. P.T. during summer hours is from, 0915 to 1020 and during winter hours, 10:15 to 11:30.
- B. A morning Weather briefing will held around 1030 hours during fire season. The loads will be set at this time and any work assignments will be handed out.
- C. Project work assignments may be expected when on evening and weekend standby. Exceptions will be at the discretion of the Operations Supervisor.
- D. PT will be optional on Sunday.
- E. Crews assigned to the first three loads will have their jump gear on the suit up racks.
- F. When not assigned to a specific aircraft, jumpers will store their gear in assigned lockers. Each jumper may have 1 large locker and 2 small lockers. The jumpers name should be clearly marked on all lockers and on the master locker board by the Loft entrance.
- G. Jump boots will be worn when on the first load. The only exceptions will be during the morning PT, or when specifically authorized by the Operations Supervisor. During periods of high fire activity jump boots may be required for 2nd and 3rd load jumpers.

Hardhats will be worn by all jumpers on fire duty and on outdoor projects requiring head protection. Hardhats will be carried by all jumpers when responding to a fire call.

- H. All jumpers will wear Nomex fire shirts and fire pants on fire assignments and while riding on any helicopter, and either Nomex or jump gear while on any low level fixed wing mission.
- I. Field work projects will be scheduled as frequently as the fire season and work load permits. Projects could last up to seven (7) days and might **not** involve overtime. Crew selection will be determined by Operations and will be in accordance with the Jump List Rules.
- J. Personal dairies noting daily work assignments and hours should be kept by all jumpers. (OT BOOK)

III. Jump List

- A. Although the Smokejumper Employee Operating Guide (SEOG) supersedes “The Jump list Rules”, refer to The Jump list Rules for specific concerns that may not be addressed in the SEOG.
- B. The PT test, the 45lb. Pack test, and Refresher Training must be successfully passed before a jumper can be active on the jump list.
- C. The Jump list Rules are a guide and may be altered at the discretion of the Operations Supervisor.
- D. A master jump list will be kept current in the Operations office by Operations personnel. Only Operations will alter the jump list. A separate Aircraft list will also be maintained by Operations.
- E. Jumpers taken from the jump list for planned project work, special loft and paracargo assignments will be on rotational hold and will move up the list.
- F. Jumpers returning from fires will be placed on the jump list in the order that the I.C. or Jumper in Charge reports to Operations.
- G. Project fire and Prescribed fire overhead assignments will be made based on Red Card qualifications and training needs without regard to the jump list.
- H. The jump list will rotate on all fire jumps, fire assignments (Including RX), projects, field assignments, and pounders, from Fairbanks exceeding 72 hours.
- I. Visiting crews may be interspersed on the jump list (at Ops discretion) when they first arrive, and throughout their stay. Once interspersed, they will follow normal rotation on

the jump list.

IV. Standby

- A. It is the jumper's responsibility to make Operations aware of their availability/unavailability status in regards to lunchtime, evening, and weekend standby.
- B. Evening standby will be posted at or before 1800. Jumpers must inform the box of their availability by 1745hrs. and absolutely no later than 1755hrs. to be eligible for evening manning.
- C. To be eligible for weekend and holiday standby. Jumpers must inform the box of their availability by 1745 and absolutely no later than 1800 the night before the day they want to work (Friday night for Saturday standby, Saturday night for Sunday standby, and Holiday eve for Holiday standby).
- D. In Fairbanks, standby crews may be paid during meals. Only individuals specifically notified by Operations are authorized to log lunchtime standby. Local policy will be followed regarding work hours, standby, etc., outside the Fairbanks area.

V. Fire Calls

- A. A fire call will be signaled by a long, steady siren. Or by a call or page to the box.
- B. EMT runs will be called or paged to the box. Then as many EMT's that are available will be placed on the load. Expired EMT's will be called upon next to fill out the load, the remainder of the load will go off of the list.
- C. Jumpers should be suited and aboard the aircraft within two minutes of the fire call siren.
- D. There is no smoking in the aircraft cabin.

VI. After Hours Calls

- A. Jumpers are responsible to respond to after hours calls.
- B. An attempt will be made to notify jumpers on the list for after hour's calls. Specifically, barracks rooms and phone numbers that are on the **After Hours List** will be checked.
- C. If the individuals on the load are not successfully contacted in the barracks, at home, or by cell phone attempts will be made to contact jumpers in the order of their position on the list.

- D. Only jumpers specifically told to report by Operations will receive two (2) hours overtime in the event the fire call is canceled or they do not wind up on the load. Exceptions are that if a jumper on the original list of 6 or 8 shows up in time to replace a substitute without delaying the fire call, both he and the substitute may receive the overtime.

VII. Fire Jump Procedures

- A. The spotter will determine who will be I.C. or jumper in charge of the fire.
- B. Each jumper is required to carry a radio and will carry at least one extra battery in jump gear. If the fire does not have FM communication a Sat phone or PLB will be dropped. In the rare case that these options are not available a fly-by will be arranged.
- C. Once on the ground, jumpers will take immediate, aggressive action on the fire without waiting to retrieve cargo chutes. Exceptions will be when otherwise directed by the I.C.
- D. Normally, demobilizing will be accomplished according to jump order.
- E. When less than everyone is demobing a fire, choice will normally be given to jumpers at the top of the fire list. In some instances, the I.C. or jumper in charge may designate jumpers who are to remain on the fire.
- F. The I.C. is responsible for all equipment issued to the fire. When relieved by replacements, the I.C. must have the person relieving him sign the release of responsibility for items remaining on the fire.
- G. All garbage will be hauled off the fire.
- H. When possible, time sheets should be completed and signed by a Zone FMO before departing a Zone. The I.C. will sign time sheets for their crew's fire time before they go home when leaving a fire.
- I. Fire reports should be completed as soon as possible after returning from a fire. When possible, complete the fire report before departing a Zone.
- J. Fire property clearance will be completed as soon as possible after returning from a fire. When equipment is signed over to a fire or checked into a Zone warehouse, bring a receipt or warehouse return to Operations. Keep any warehouse issues for equipment delivered to your fire and bring them to Operations for your fire folder.

VIII. Sub-base Operations

- A. All jumpers are advised to keep a fully packed travel bag (not to exceed fifteen (15) pounds) in their small locker with enough items to sustain them for 2 weeks at a sub-base. Jumpers are responsible for putting their locker number on the Locker board

near the loft entrance. Due to weight limitations on our aircraft each jumper should also keep a **wing locker** bag ready to go.

- B. Sub-base demob will normally be choice from the top of that sub-base jump list. Solutions to unique situations will be determined through consultation between the sub-base operations/Spotter and the Operations Supervisor in Fairbanks. Crews returning from fires through sub-bases to Fairbanks will not be placed on that sub-base jump list and therefore are not affected by this demobilization rule.

IX. Lower 48 Duty

- A. All BLM Alaska jumpers are subject to lower 48 duty. If a call occurs while the booster crew is here, it will be sent down first.
- B. While on detail, BLM jumpers will conform to all applicable USFS or NIFC policies and procedures.
- C. When jumping a fire you must carry these items:
 - a. Headlamp
 - b. Rain fly
 - c. Canteen cup or coffee cup
 - d. Fire shelter
 - e. 2 full canteens of water
 - f. Heavy duty work boots (no chicken skins)
 - g. 2 Fusees
- D. In addition, all jumpers will carry a Gov. issued charge card, phone cards, and enough cash for personal use.
- E. Each jumper should make sure that their Gov. Trip account is open and that they can log in to make travel.
- F. Length of Employment
 - a. Length of employment is contingent upon how serious the fire season is and management's head count requirements.
 - b. All long-term employees will be expected to work 6 months and a day. Some long-term employees may work up to 11 ½ months depending on projects, fire season, or budget. Temp employees will work up to 6 months depending on fire season and budget.
 - c. When an employee resigns or is voluntarily placed in non-pay status for the winter, he is not eligible for immediate unemployment compensation. If an employee is terminated or placed on non-pay status due to lack of work or funds, he will be eligible for immediate compensation.

XI. Parachute Loft

- A. Any jumpers seeking work in the loft must receive assignments and instructions from the loft supervisor, identified at roll call each day.
- B. No food or drinks are allowed on the rigging or repair tables.
- C. All riggers are required to pass a currency test each spring, including practice packs of each type he or she is qualified to rig.
- D. All Jumpers must be checked out on a particular model sewing machine, by loft personnel, before the jumper is allowed to operate it.
- E. No one will be allowed to pack or repair a parachute at the loft or in the field unless he/she is a field rigging supervisor or is under the supervision of a field rigging supervisor.
- F. No items will be removed from the loft without authorization from the Loft Supervisor or acting.
- G. A Loft supervisor will be identified at roll call each day and will be required to be on hold and working when at least one load of jumpers is on, unless deemed unnecessary by the Loft or Smokejumper Operations. If a Loft supervisor is not available a field rigging supervisor will be identified to supervise the loft.

XII. Barracks

- A. The Barracks Managers' hours are 0900 to 1800.
- B. Jumpers who occupy a room in the barracks by themselves must be prepared for the extra bed to be assigned when it is needed, even during their absence.
- C. Damage and cleaning fees to your room will be deducted from your final pay check. In the event of damage to your room, write a report on the incident and bring it to Operations.

XIII. General Topics

- A. In order to receive BLM jump pins, it is the responsibility of ex-USFS jumpers to request a copy of their jump records from the base(s) jumped previously to be sent to the Alaska Smokejumpers Operations.
- B. Handguns may be carried only in compliance with BLM policy. Permits are required. All firearms brought on to Ft. Wainwright must be registered with the Provost Marshals office. A handgun class will be scheduled. Jumpers interested in carrying a handgun will

be required to attend in order to receive a permit. Under no circumstances will handguns be loaded or taken from PG bags except in emergency situations.

- C. Incoming personal calls will not be allowed during duty hours except on appropriate phones. Phone calls should be limited. Use 356-5513 for personal calls.
- D. Jumpers will be on camp rate per-diem (\$3.00 per day) when away from duty station. However a minimum of \$50.00 should be carried at all times to cover expenses while on detail to sub-bases in Alaska.
- E. When jumpers are demobed to unfamiliar areas with no BLM representatives, they should call Zone dispatch and inform them of their location and inquire about food, lodging, and transportation arrangements.
- F. PG bags will not exceed (30) pounds in weight. If fishing poles are carried, they must be carried inside the PG bag. Maximum length allowable is 16". Fishing regulations must be adhered to including the purchase of a fishing license.
- G. BLM personnel are allowed on the Fort Wainwright Army Post as guests of the military and are subject to all general post regulations-- traffic, drugs, etc. A serious violation or repeated infractions of these regulations could result in an individual being restricted from entering the base, causing loss of your job.
- H. No personal use of government vehicles will be allowed. Violators are subject to an automatic thirty days (30) day suspension without pay.
- I. Fort Wainwright Post Office will not forward mail that comes to the BLM Post Office box 35005 or 1513 Gaffney Rd during the winter. It is your responsibility **to change your address when you terminate.**
- J. Annual Leave, for trips to the bank, downtown on personal business, etc, which cannot be reasonably accomplished during off-duty hours will normally be granted **prior to 1300.** Contact Operations immediately after roll call.
- L. It is each jumpers responsibility to update his fire experience and jump records prior to leaving each fall. Each jumper will also complete both the AFS and SMJ check out sheets.

Updated 3/26/2010

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